

# Chevy Chase Village Board of Managers

January 9, 2012

*Note: These draft minutes reflect the Board's actions only, and do not include testimony given by members of the Board of Managers, Legal Counsel, Village Staff or others in attendance. An audio recording of this meeting is available on the Village website at [www.chevychasevillagemd.gov](http://www.chevychasevillagemd.gov).*

## *Draft*

### **BOARD OF MANAGERS**

Patricia S. Baptiste, Chair	Present
Peter T. Kilborn, Vice Chair	Present
Allison W. Shuren, Secretary	Present
Richard Ruda, Assistant Secretary	Present
Lawrence C. Heilman, Treasurer	Present
Gary Crockett, Assistant Treasurer	Present
David L. Winstead, Board Member	Present

### **STAFF**

Shana R. Davis-Cook, Village Manager	Present
John Fitzgerald, Police Chief	Present
Michael W. Younes, Director of Municipal Operations	Present
Demetri Protos, Finance Director	Present
Ellen Sands, Permitting and Code Enforcement Coordinator	Present

1   **LEGAL COUNSEL**

2   David R. Podolsky, Village Counsel

Present

3

4   Ms. Patricia S. Baptiste, Chair of the Chevy Chase Village Board of Managers, called the  
5   meeting to order at 7:33 p.m.

6

7   **Approval of Minutes from the Board's Previous Regular Meeting Held on December 12,**

8   **2011.** Action to approve the minutes of the Board's regular meeting held on Monday, December  
9   12, 2011.

10

11   *Mr. Ruda moved approval of the minutes from the Board of Managers' regular meeting held on*  
12   *December 12, 2011.* Mr. Crockett seconded the motion. Ms. Baptiste, Mr. Kilborn, Ms. Shuren,  
13   Dr. Heilman, Mr. Crockett, Mr. Ruda and Mr. Winstead voted in favor of the motion. The  
14   motion passed.

15

16   **Approval of Minutes from the Board's Previous Executive Session Held on December 12,**

17   **2011.** Action to approve the minutes of the Board's Executive Session held on Monday,  
18   December 12, 2011.

19

20   *Mr. Crockett moved approval of the minutes from the Board of Managers' Executive Session*  
21   *held on December 12, 2011.* Mr. Ruda seconded the motion. Ms. Baptiste, Mr. Kilborn, Ms.  
22   Shuren, Dr. Heilman, Mr. Crockett, Mr. Ruda and Mr. Winstead voted in favor of the motion.  
23   The motion passed.

1 **Appeals**

2 **A-5854 (Variance Extension): Ms. Joanne Kyros and Mr. Thomas Schaufelberger**

3 **135 Grafton Street.** Install a stoop with three treads that would encroach five (5) feet forward  
4 of the front building restriction line.

5  
6 *Mr. Crockett moved to direct staff to draft a decision approving the request for a six-month*  
7 *extension to install a stoop with three treads that would encroach five (5) feet forward of the*  
8 *front building restriction line.* Ms. Shuren seconded the motion. Ms. Baptiste, Mr. Kilborn, Ms.  
9 Shuren, Dr. Heilman, Mr. Ruda, Mr. Crockett and Mr. Winstead voted in favor of the motion.  
10 The motion passed.

11  
12 **A-6061 (Special Permit): Mr. David A. O'Neil and Ms. Laura M. Billings, 5803 Kirkside**

13 **Drive.** Install a pair of driveway gates and a walkway gate measuring a maximum height of fifty  
14 (50) inches in the Kirkside Drive public right-of-way.

15  
16 *Mr. Crockett moved to direct staff to draft a decision approving the request to install a pair of*  
17 *driveway gates and a walkway gate measuring a maximum height of fifty (50) inches in the*  
18 *Kirkside Drive public right-of-way.* Dr. Heilman seconded the motion. Ms. Baptiste, Mr.  
19 Kilborn, Ms. Shuren, Dr. Heilman, Mr. Ruda, Mr. Crockett and Mr. Winstead voted in favor of  
20 the motion. The motion passed.

1 **A-6063 (Special Permit): Mr. and Mrs. Peter Keisler, 20 Magnolia Parkway.** Install a  
2 handrail along an existing private walkway and stairs located in the Magnolia Parkway public  
3 right-of-way.

4  
5 *Mr. Kilborn moved to direct staff to draft a decision approving the request to a handrail along*  
6 *an existing private walkway and stairs located in the Magnolia Parkway public right-of-way.*

7 Dr. Heilman seconded the motion. Ms. Baptiste, Mr. Kilborn, Ms. Shuren, Dr. Heilman, Mr.  
8 Ruda, Mr. Crockett and Mr. Winstead voted in favor of the motion. The motion passed.

9  
10 **A-6060 (a—Variance) and (b—Special Permit): Mr. and Mrs. Martin J. Weinstein**

11 **5815 Cedar Parkway.** Construct a fence measuring a maximum of six feet, three inches (6'-3")  
12 in height: (a) in the north (front) yard of private property, and (b) in the West Irving Street public  
13 right-of-way.

14  
15 *The Board of Managers decided to defer action on Case No. A-6060 until a date certain pending*  
16 *submission of an amended application from the applicants.*

17  
18 **A-6062 (Variance): Mr. and Mrs. Tony and Kathryn Everett, 3 Newlands Street.** Install an  
19 above-grade water feature, which encroaches into the seven (7) foot rear yard setback.

20  
21 *Dr. Heilman moved to direct staff to draft a decision approving the request to install an above-*  
22 *grade water feature, which encroaches into the seven (7) foot rear yard setback.* Mr. Winstead  
23 seconded the motion. Ms. Baptiste, Mr. Kilborn, Ms. Shuren, Dr. Heilman, Mr. Ruda, Mr.  
24 Crockett and Mr. Winstead voted in favor of the motion. The motion passed.

1

2 **Treasurer's Report**

3 The Treasurer's report was distributed to the Board prior to the meeting. No action was taken by  
4 the Board.

5

6 **Legal Counsel Report**

7 The Legal Counsel Report was distributed prior to the meeting. No action was taken by the  
8 Board.

9

10 Following his report, Mr. Podolsky was excused by the Board Chair and was absent for the  
11 remainder of the meeting.

12

13 **Committee & Commission Reports**

14 **Chevy Chase Open Space Committee**

15 Committee Chair Meredith Wellington presented a report on the Committee's recommendations  
16 for the Chevy Chase Open Space Park. Developments of the park are likely to be implemented  
17 in phases. The Committee's recommendations included:

18

19 Early phases:

- 20 • Screening and buffering, preservation, contouring, and enhancement of northwest section of  
21 the park and the adjacent Azalea Hill, pedestrian paths, lighting, guided entry points and  
22 installation of basic amenities such as:

- 23 • A bike rack, recycling receptacles, trashcans, dog waste stations, benches, etc.

1  
2 Later phases could include other features or elements, such as:

- 3 • Preservation and enhancement of the shaded birch grove, a water feature, a human sundial, a  
4 meditation maze, and/or a natural playscape.

5  
6 The vision for the park would be as a garden with various natural elements throughout.

7  
8 *The Board unanimously supported the Committee's recommendations.*

9  
10 **Old Business & Status Reports**

11 **Update on Proposed Renovation of the Public Works Department**

12 Ms. Davis-Cook presented a report on the renovation of the Public Works Department. No  
13 action was taken by the Board.

14  
15 **Status of Village's Management of the Listserv**

16 Ms. Davis-Cook presented a report on the Management of the Listserv.

17  
18 *The Board unanimously agreed to end the Village government's management and relationship*  
19 *with the listserv and directed the Village Manager to work with Mr. Crockett and Mr. Kilborn to*  
20 *develop a final process for transferring management of the Village listserv to volunteer*  
21 *residents.*

22  
23 **New Business**

1 **Introduction of a draft Ordinance to amend the process for reviewing administratively-**  
2 **denied applications to remove trees located on private property and Announcement of a**  
3 **Date for the Public Hearing for same. (Resolution No. 01-01-12)**

4  
5 *The Board of Managers announced that the Public Hearing on Resolution No. 01-01-12 will be*  
6 *held at the February 13, 2012 Board Meeting and action will be taken at the March 12, 2012*  
7 *Board Meeting.*

8  
9 **Resolution No. 01-02-12: A Resolution authorizing the designation of Chevy Chase Village**  
10 **as a sustainable community by the Maryland Department of Housing and Community**  
11 **Development and Application for such designation.**

12  
13 *Ms. Shuren moved approval of Resolution No. 01-02-12. Mr. Crockett seconded the motion.*  
14 *Ms. Baptiste, Mr. Kilborn, Ms. Shuren, Dr. Heilman, Mr. Ruda, Mr. Crockett and Mr. Winstead*  
15 *voted in favor of the motion. The motion passed.*

16  
17 **Manager's Report**

18 The Manager's Report was circulated prior to the meeting. No action was taken by the Board.

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20 **Police Report**

21 The Police Report was circulated prior to the meeting. No action was taken by the Board.

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23 **Staff Reports**

1    **Building and Tree Removal Permits and Permitting & Code Enforcement Activity Reports**

2    The Building and Tree Removal Permit and Permitting & Code Enforcement Activity Reports  
3    were circulated prior to the meeting. No action was taken by the Board.

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5    **Capital and Infrastructure Upgrade Projects Report**

6    The Capital Infrastructure Upgrade Projects Report was circulated prior to the meeting. No  
7    action was taken by the Board.

8  
9    **Village Hall Activity Report**

10   The Village Hall Activity Report was circulated prior to the meeting. No action was taken by the  
11   Board.

12  
13   *Mr. Crockett moved to adjourn the meeting.* Ms. Shuren seconded the motion. Ms. Baptiste,  
14   Mr. Kilborn, Ms. Shuren, Dr. Heilman, Mr. Ruda, Mr. Crockett and Mr. Winstead voted in favor  
15   of the motion. The motion passed. The meeting adjourned at 10:52 p.m.

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18   \_\_\_\_\_  
19   Secretary, Chevy Chase Village Board of Managers

20   *Draft: 2/7/2012*